

Brickyard News

Special points of interest:

- Welcome to FY15
- Audit Preparation
- Important Reminders
- Transfers by Filter



Next Training Dates:

AMS Training

July 17th—9 am to 11 am

Rules and Regulations

July 16th -9 am to 11 am

Certification and Audit

July 16th—1 pm to 3:30 pm

LA Property Assistance Agency

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(225) 342-6853

www.doa.la.gov/lpaa

Louisiana Property Assistance Agency

Welcome to FY15

Fiscal year 2013/2014 has come to a close, and we want to make sure everyone is ready for fiscal year 2015. What can you look forward to this year with LPAA?

Keeping up with personnel changes at LPAA may have been difficult these past few months, and we have a few more changes. After eleven

years, **Ms. Rebecca Kleinpeter** will be transferring from LPAA to be a property manager at one of the largest state agencies. We wish her the best of luck and she will be truly missed. **Ms. Ferris Peters** is the new Program Specialist in the Compliance Department and can be reached at 225-342-6853. **Ms. Enchantra Anderson** is the new Clerical Supervisor and can be reached at 225-342-6851. **Mr. Warren Morgan** is now over surplus vehicles, and can be reached at 225-342-6833. You'll also hear a new voice if you call the main number (225-342-6849) as **Ms. Lori Martinez** is the new receptionist. Don't be discouraged when trying to contact someone because you can always count on getting your questions answered by calling 225-342-6853 or 225-342-6849.

Have you been to training lately? LPAA has revamped some of the classes and even added new classes. The Fleet Rules and Regulations class has been merged with the Property Rules and Regulations class to offer both the property and fleet managers an insight on the rules as it pertains to them. If your agency is due for an audit this year, you may want to attend the Audit Preparation class, which is combined with Certification of Annual Inventory training. As always, we offer an entire class on the Asset Management System (AMS). This class is best taken after you have logged into the system and have an idea of what it looks like. Classes are scheduled every other month and training dates can be found on LPAA's website. Keep in mind that LPAA Auditors can also conduct training on site and at your agency for your employees.

So to start this new fiscal year out, be sure to balance last year's inventory.

- Run an additions report. You are looking to make sure all items your agency purchased over \$1,000 were entered into AMS.
- Check your agency's open transfers to make sure you don't have any outstanding. If you have transfers to another agency, please clear them up this month. You may have pending surplus transfers, but should not have any open surplus transfers older than April 2014.
- Vehicle reports are also important. Run your agency's utilization and maintenance to make sure all of your fuel and mileage information was entered.
- Run the Vehicle past due maintenance report. This report is going to let you know if you have maintenance that needs to be completed on your vehicles.
- You always want to keep current contacts in AMS, so check your contact listing by running the user access list report.
- This is also a good time to make sure you have titles for any items that require a title. Keep in mind you can't surplus some items without a title.

As always, we are Louisiana Property ASSISTANCE Agency and we are here to help.



Audit Preparation

Annually your agency conducts a 100% physical inventory. Once a year your Compliance Officer will visit your agency just to make sure things are going good and to answer any questions. Every three years an audit will be conducted at your agency. It's best not to wait until the last minute to prepare for an audit, but instead be prepared at all times.

Paper Files. Property and fleet files need to be kept for three years plus current. These files will definitely be included in an audit:

- Property Inventory Files
 - Notification of Inventory (which is sent 30 days prior to beginning inventory)
 - Inventory Print out/Working papers
 - Certification of Annual Property Inventory Form
 - Extension requests (if applicable)
 - Location Code Index
 - Sequential Purchase File (your agency's purchases)
 - Internal Procedures
 - Sign out sheets (employee responsibility forms)
- Fleet Files
 - Personal Assignment and Home Storage (MV2)
 - Daily Vehicle Usage Logs (MV3)
 - Preventive Maintenance Records (MV4)
 - Reimbursement for using a personal vehicle (MV7) ****Most common audit finding****
 - Driver Authorizations (DA2054)
 - Vehicle Titles/Registrations



Physical Part of an Audit

- Your Compliance Officer will select a percentage or all of your assets that will be requested during the audit. These assets must be physically seen or the agency must produce a sign out sheet or responsibility form as to where the asset is located. This can be the most time consuming part of an audit. There are many ways to prepare to make this process easier.
 - Do any areas require clearance? You'll want to get clearance in advance for those areas. Also, let the departments know that an audit is being conducted and people will be in the area.
 - Accompany your auditor and take notes. You should already know which assets are being requested. It's like giving you the answers to the test. Spot check those assets prior to the start of the asset. This way you will be prepared and know where things are. Going floor to floor and back to rooms you've been in multiple times can be time consuming. Also, take notes. If your auditor mentions something is out of location write it down.



Jot down things that may need a new tag or are assigned to a different person. It shows that you are interested in the audit and can promptly fix it.

- Surplus assets in a timely manner. Don't wait until after the audit or during inventory time to surplus assets. You can surplus year-round as needed. Keep in mind that if your auditor finds items that are idle and need to be surplus, it could result in an audit findings.
- If there are vehicles selected to be seen during your audit, work with the auditor to arrange times to view the vehicles. Approved MV-2s can also be used as a sign out sheet if the vehicle isn't available. If the vehicle is a pool vehicle, be sure to have some type of checkout log to show who has the vehicle and when it was checked out.

Use your annual inventory to stay prepared. Always check conditions of tags and locations of assets. ALWAYS ask questions prior to the audit and during the audit. An LPAA audit is a review of the procedures your agency uses for property and fleet. It's designed to help you maintain good procedures, so remember LPAA is here to help!

Important Reminders



Here are a few reminders when completing transfers:

- **Surplus Transfers for Pick-up.** If you are doing a transfer to surplus for pick-up, the remarks section must contain a contact name, contact phone number, contact email address. The pick-up location field must contain the physical street address and town where the property is located. If this information is not in the remarks field, it could lead to a delay in pick-up. When you do this transfer you are acknowledging these assets are ready for pick-up, so mark them with the transfer number in a timely manner.
- **Disposal Transfers.** A transfer for disposal (scrap, inventory adjustment, trade-in, etc.) is only a request. Do not take action on these until they are approved. For example, you may request to scrap an item that we know another state agency is looking for. Your scrap request will be rejected and we will ask you to surplus it. Be sure to check the approval before you take action. Some disposal transfers will only be approved/rejected after all of the hard-copy paperwork is received. This means if you are doing a disposal for a trade-in, LPAA must receive the information before it will be approved. At times, LPAA will request pictures of items you want to scrap.
- **Certification of Annual Property Inventory.** Every year the Compliance Section makes a cheat sheet for completing your inventory. We've attached one to this Brickyard News!
- **Agency Closures and Moves.** LPAA needs to know as soon as possible if your agency will be moving or closing. Please let us know the physical address, amount of property to be surplus, and date the building needs to be vacated. We need enough time to remove everything, so be sure to tell us asap!

Transfers by Filter

Have you ever used the transfer by filter feature? This feature can save you a lot of time when writing of 3rd year discrepancies, or surplus, an entire location. Also known as a batch transfer, it allows agencies to conduct a search for certain items and put all of those items on a transfer at one time. To use the filter you'll create the type of transfer needed. It will probably be most used when writing off your third year discrepancies (or 2011 unlocated assets).

Add Assets

Asset Number *

[Add Asset](#)

[Create New Asset](#) [Transfer by Filter](#)

To start the transfer you'll go to the Disposals tab and create a transfer with the method of Lost-3rd Year Discrepancy. Once created, it looks like a normal transfer, but did you ever

Create Disposal

From Agency * ADMINISTRATION-LA. PROPERTY ASSISTANCE AGENCY

Method * Lost-3rd Yr. Discrepancy

Remarks * Assets unlocated for three years.

[Create](#)

notice the link that says "Transfer by Filter?" Clicking this link will bring you to a search screen. If you are writing off your 2011 unlocated assets, you'll search for your assets that are currently unlocated for 2011. Once you hit Preview Results, the system gives you a list of the assets you requested. If you are confident these are all of the assets that need to be added to this transfer, you can click Add to Transfer. The system will put all of the assets you searched on a transfer.

Transfer by Filter

Filter	Filter Column	Filter Operator	Filter Expression
<input type="checkbox"/>	Unlocated Year	equals	2011

row(s) 1 - 1 of 1

[Add Filter Row](#) [Delete Filter Row\(s\)](#) [Preview Results](#)

row(s) 1 - 10 of 74 [Next >](#)

[Print to PDF](#) [Cancel](#) [Add to Transfer](#)

When will be the best times to use this feature?

- Writing off your 3rd year discrepancies will be the most time this feature will be used. Simply because it's a set of assets that's easily searchable.
- During an agency closure. If the entire agency is closing and you've already acknowledged any unlocated items in AMS, you can put the active assets from the agency all on a surplus transfer.



CERTIFICATION OF ANNUAL PROPERTY INVENTORY

Actual Due Date: actual date dueAgency Number: five digit agency numberDate Submitted: when sent to LPAA

I hereby certify that the complete physical inventory and the agency inventory master file listing dated date on printout in the amount of \$ ORIGINAL COST are in accordance with State Property Control Regulations (Chapter 3, Paragraph 313 F 11) with the exception of any attached discrepancies and represent a true and accurate accounting to the best of my knowledge. I certify that this agency complies to all property rules and regulations pertaining to the accountability and disposal of all tagged and untagged property.

Total Dollar Amount on Master File Listing:

\$ ORIGINAL COST

(copy of last page must be attached)

Adjustments:

This total must match an additions report (if applicable).		
Acquisitions: (equipment received prior to print-out date but not listed on print-out)		(+) \$ <u> </u>
Previous year is copied from last year's certification.		
Previous Year Discrepancies: (use totals from current year and last year certification; report must be attached)	Previous Inventory (do not subtract from total)	Current report info Current Inventory
1st Previous Year Dollar Amount	\$ <u>2013</u>	(-) \$ <u>2013</u>
2nd Previous Year Dollar Amount	\$ <u>2012</u>	(-) \$ <u>2012</u>
3rd Previous Year Dollar Amount (if 3rd year, include transfer for 3rd PYD)	\$ <u>2011</u>	(-) \$ <u>2011</u>
Totals will be different if you found or lost something during the year.		
This total must match a deletions report (if applicable).		
Dispositions: (equipment disposed of prior to print-out date but is listed on print-out)		(-) \$ <u> </u>

Adjusted Dollar Amount of Inventory:

**\$Original cost + additions
- discrepancies - deletions**

Dollar Amount of Current Year Discrepancies:

\$ 2014 current year unlocatedTotal Number of Items on Inventory Master File **Must be signed by the Agency Head with their title!**

Agency Head (Print or Type)

Property Manager's Name (Print or Type)

Agency Head Name (Signature)

Property Manager (Signature)

Attachments:

- Copy of last page of print-out (required)
- Discrepancy (Unlocated) Report
- Copy of transfer for 3rd PYD
- Copy of location index

Agency Name

Agency Address

Telephone

xc: Legislative Auditor

(P O Box 94397 Baton Rouge LA 70804)

Your discrepancy report should include an unlocated report and a detailed explanation of any unlocated items. Do a disposal transfer for 3rd year discrepancies for the 2011 unlocated items.